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## TRAVEL PROCESSING GUIDE

### SECTION I - TRAVEL ORDERS

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#### 5. USE OF VESSELS OF UNITED STATES REGISTRY

- a. Except when headquarters may specifically exempt a station from these requirements, arrangements for shipboard travel and transportation of effects shall be made in accordance with the following:

Any employee or dependent traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his personal effects on ships registered under the laws of the United States where such ships are available, unless the necessity of his mission requires the use of a ship under a foreign flag and satisfactory proof is submitted as to the necessity for the use of a foreign ship.

#### b. SHIPS

- (1) The lowest first-class accommodations available at the time reservations are made shall be allowed for all Agency personnel with the grade of GS-12 or above and the military rank of Captain (USA) (USAF) (USMC) and Lieutenant (USN), and above, and their dependents. If accommodations superior to minimum first-class are obtained, only the cost of minimum first-class shall be allowed unless the traveler certifies on his reimbursement voucher that the accommodations obtained were the lowest priced first-class accommodations available at the time reservations were made.
- (2) The lowest first-class accommodations available at the time reservations are made shall be allowed for all Agency personnel with the

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grade of GS-11 and below, and the military rank of First Lieutenant (USA) (USAF) (USMC) and Lieutenant (jg) (USN) and below, and their dependents except as specified herein. If travel is performed on the SS United States, SS America, SS Constitution, and SS Independence, approved cabin-class accommodations shall be used. Such approved cabin-class accommodations are as follows:

SS United States

All cabin-class rooms on the upper deck, the main deck, and "A" deck.

SS America

All outside cabin-class rooms on the upper deck, the main deck, and "A" deck.

SS Independence, and  
SS Constitution

All cabin-class rooms on the bridge deck and the main deck; all outside cabin-class rooms and all inside two berth cabin-class rooms on "A" deck.

Personnel traveling cabin-class shall be entitled to the cost of the accommodations actually used. If approved cabin-class accommodations are not available at the time reservations are made, the cost of the lowest first-class accommodations shall be allowed, subject to the certification in the foregoing paragraph. In this event, the traveler must also certify on his reimbursement voucher that no approved cabin-class reservations were available at the time reservations were made. If the traveler, for his own personal convenience, travels first-class on the specified ships, and approved cabin-class accommodations were available on the same vessel at the time reservations were made, the cost to the Government shall be limited to the expenses that would have been involved for travel in the cheapest available approved cabin-class accommodations.

- c. Transportation Officers or other officials charged with the responsibility of securing reservations and making travel arrangements for individuals traveling on Agency orders will ensure that accommodations secured by them are in accordance with the provisions of paragraphs (1) and (2) above, and that individual travelers are informed of these provisions. The ultimate responsibility for the correct performance of official travel and for the payment of any charges incurred through failure to observe the governing regulations rests with the employee traveling, regardless of who may have assisted in making travel or transportation arrangements.

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### SECTION III - INFORMATION FOR THE TRAVELER

#### 21. HOUSEHOLD GOODS AND PERSONAL EFFECTS

##### a. SAME.

- b. On a permanent change of station to other than an emergency area, the transportation of effects and household goods is authorized at Government expense and maximum weights (exclusive of automobile and baggage) shall be determined by the employee's General Schedule grade and family status in accordance with the following table:

#### WEIGHT AND VOLUME ALLOWANCES

General Schedule Grade	When freight charges assessed by weight				When freight charges assessed by volume			
	When family authorized to travel		When no family authorized to travel		When family authorized to travel		When no family authorized to travel	
	Lbs.	Kg.	Lbs.	Kg.	Cu. Ft. or M.	Cu.	Cu. Ft. or	Cu. Ft.
1. GS-16 and above	18,000	8,165	11,000	4,990	1,800	51	1,100	31
2. GS-13 to GS-15	16,000	7,258	10,000	4,536	1,600	45	1,000	28
3. GS-9 to GS-12	13,500	6,124	9,000	4,079	1,350	38	900	25
4. GS-6 to GS-8	10,000	4,536	7,000	3,175	1,000	28	700	20
5. GS-5 and below	7,000	3,175	4,000	1,814	700	20	400	11

#### Contract Employees:

Allowances as stated above are not intended to place restrictions on contract employees, whose allowances will be consistent with cover and position and as provided for in his contract.

#### Adjustment to Revised Weight and Volume Allowances, Effective Date ( )

As of the effective date of the reduced limitation on weight and volume allowances for effects ( ) many employees will have at their current post of assignment or elsewhere effects in excess of the new limitation. To afford an opportunity for reduction to the new limit, the next travel authorization issued to each employee which authorizes transportation of effects will impose the new limitation so far as movement of effects to the next post of duty is concerned, but it will constitute

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an automatic extra authorization to transport to his designated place of residence in the United States an amount of effects representing the difference between the former and the new limitation.

c. SAME.

d. SAME.

e. SAME.

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f. All correspondence from dependents should be addressed to

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g. Time limit on shipment of household goods and personal effects is 6 months from date of arrival of employee at permanent post. If no travel of the employee is involved in connection with an appointment, the transportation of the effects may begin on or after the date of the authorization but not more than 6 months after the date on which the employee entered on duty. In the event that the transportation of effects is prevented by restrictions imposed in the interest of the Government, the transportation of the effects may begin on or after the date the said restrictions are lifted, but not more than 6 months after the date the restrictions are lifted.

#### SECTION IV - TRAVEL ADVANCES

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#### 27. GENERAL

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#### 28. PROCESSING

Prior to the payment of a travel advance to a traveller the Fiscal or Finance Divisions must be in possession of an executed travel order and a formal request for an advance.

a. The Fiscal Division requires a minimum of 24 hours for processing a travel advance to obtain a check from the U. S. Treasury Disbursing Office.

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- b. Advances in cash to personnel travelling on confidential funds travel orders may be obtained from the Finance Division Disbursing Office between 0900 and 1600 hours Monday through Friday. However, in extreme emergencies confidential funds may be obtained from the Finance Division Disbursing Office during other normal working hours, between 0830 and 1700 hours on Saturdays, or by contacting a Finance Division disbursing officer through the CIA Watch Officer on Sundays, holidays, or other nonworking hours. The traveller is required to personally sign the receipt for cash advances.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE  
Acting Deputy Director  
(Administration)

DISTRIBUTION: AB

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